BUSINESS TECHNOLOGY

A student who has completed Job Corps' Business Technology program is trained and ready to work in this field. To complete a trade, the student must learn the academic and vocational skills required for graduation. Job Corps students also learn good work and personal habits, preparing them for life after Job Corps. To complete the Business Technology program, a student must master skills in the following categories:

ETHICS

Demonstrate appropriate personal and work ethics and attitudes; demonstrate appropriate ethics in the use of a computer system.

SAFETY

Identify safety measures to be taken in an office workplace; identify proper ergonomics associated with office technology.

BUSINESS MATH SKILLS

Learn manual and calculator skills relating to addition, subtraction, multiplication, division, and converting percentages and fractions to decimals.

BUSINESS ENGLISH

Use proper grammar, sentence structure, spelling and punctuation; communicate verbally and through written communications.

OFFICE PROCEDURES AND RESOURCES

Organize, prioritize and plan work; use office reference handbooks; manage appointments, reservations and itinerary schedules; use the Internet as a resource for office information and research; use features on a photocopier and fax machine; create and maintain a file system.

TELEPHONE PROCEDURES

Demonstrate telephone etiquette; place, screen and transfer telephone calls; use voice mail.

KEYBOARDING

Identify and demonstrate all functions of the keys; key alphabetic, numeric and symbol information using touch system and correct techniques.

more

PERSONAL COMPUTER PROCEDURES

Identify computer components, technology and terminology; demonstrate care and maintenance; explain drive designations; correctly start and shut down a computer.

WINDOWS OPERATING SYSTEM

Identify the components of the Windows Desktop; use the basic features of the Windows Start Menu; minimize/maximize windows, scroll in a window and navigate between files and applications; use "Help" to learn about features and correct problems; describe computer viruses.

WORD PROCESSING SOFTWARE

Load, launch and close software programs; open, create, edit and save files; identify parts of the word processing screen; perform basic keyboard, formatting and cursor commands; cut, copy and paste text; use the undo and redo commands; select and change fonts and font size; align text; use spell checker; use print option functions.

Upon completion of the foundation courses outlined here, students may specialize in the following areas:

- **Accounting Clerk**
- **Administrative Clerk**
- **Data Entry Clerk**
- **Hotel Clerk**
- **Information Technology Worker**
- **Office Assistant**
- **Word Processor**

Availability of specializations varies among centers.